

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
UNIT FAMILY READINESS REPRESENTATIVE (UFRR)
-SERVICE MEMBER POSITION-
As of: 3/2013

I. Description. The Unit Family Readiness Representative is an additional duty position, appointed by the unit commander and accomplished in conjunction with other assigned duties. Primary responsibility will be to act as a liaison between the Family Readiness Group (FRG) volunteers and the unit commander.

For further guidance/support contact Family Readiness at 605-737-6089/737-6310/357-2970 or email as ng.sd.sdarng.list.frsa@mail.mil

II. Chain of Command/Concern. Accountable to the unit commander and State Family Readiness Director or their representatives. Serve as a Point Of Contact and work closely with the FRG Leaders and Volunteers.

III. Qualifications.

- A. Knowledge and understanding of the military structure and how it functions
- B. Believe in and support the Family Readiness Program
- C. Willing and able to take appropriate training for the position and update periodically
- D. Good communication and interpersonal skills
- E. Appointed on memorandum, register on joint services support website

IV. Major Responsibilities. Act as a liaison between the Commander and the FRG Leader. Assist them to ensure the following tasks are completed and maintained:

- A. Help ensure a family member is recruited to serve as the Family Readiness Group lead volunteer for the unit's FRG and is appointed on memorandum.
- B. Help ensure a Family Readiness Plan (sanction) for the unit's FRG is completed and proper distribution is made.
- C. Help ensure the Family Readiness Group Telephone Tree and Email Distribution Lists are maintained by providing changes of personnel and Family information to the FRG Lead Volunteer.
- D. Assist FRG volunteers and the unit with the maintenance of the unit's Family Readiness Binder to ensure that it is complete and current for unit inspections.
- E. If the FRG has a Checking Account, on the commander's behalf, help ensure the account is maintained according to Military guidance.
- F. On the commander's behalf, help the FRG Lead Volunteer ensure fundraising and donation guidelines are followed.
- G. Help maintain a unit Family sponsorship program for new Families in the unit by informing the FRG of new unit members.
- H. Help ensure Resiliency training for Families is incorporated into the Yearly Training Schedule for the unit and assist the FRG leader and unit in its coordination.
- I. Assist the FRG volunteers in planning and coordinating briefings, events, and activities for unit members and their families.
- J. Encourage unit and family member participation in FRG activities and training.